



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-PW

APR 11 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for the Control of Environmental Documents and Records at the United States Army Garrison (USAG) Mannheim

1. REFERENCES:

- a. USAG Mannheim Document / Record Control and Filing System Database
- b. USAG Mannheim Document / Record Control and Filing System, User's Guide
- c. Army Regulation (AR) 25-400-2. Army Records Information Management System (ARIMS)

2. PURPOSE: To provide a standard procedure for controlling documents and records that support the operation of the Environmental Management System (EMS) at the USAG Mannheim.

3. APPLICABILITY: This procedure applies to personnel involved in creating, maintaining, revising and using documents and records associated with the Garrison's EMS.

4. DEFINITIONS:

- a. Document: Information and its supporting medium.
- b. Record: Document stating results achieved or providing evidence of activities performed.

5. RESPONSIBILITIES:

- a. Garrison Commander: Approves and signs the EMS manual and EMS procedures.
- b. EMS Coordinator: Coordinates the preparation and revision of the EMS documentation.
- c. Chief, Environmental Management Division: Reviews the EMS documentation.

d. Management Engineering & Systems Branch: Posts EMS documents on the garrison website.

e. Document owners: Ensure that existing hard copies of any controlled documents are updated / replaced as necessary.

f. Environmental Management Division: Maintains document/record control and filing system.

6. PROCESSES:

a. Development and maintenance of EMS documentation: The EMS documentation provides a standardized structure for organizing garrison's environmental policies, procedures, work instructions, and records. All documents and records that are required by ISO 14001 and the EMS must be controlled according to this procedure. These documents include, but are not limited to the EMS Manual, EMS procedures, operational control procedures, and records that provide historical, objective evidence that activities have been performed and requirements have been met.

Each controlled document must contain the following information:

- (1) Title,
- (2) Identification (ID) code,
- (3) Effective date,
- (4) Revision date,
- (5) Revision number, and
- (6) Names and ID codes for any related forms and/or procedures.

The above information is entered in the electronic document and records control and filing system that is maintained by the Environmental Management Division. Detailed guidance on the use of the database is included in the user's guide referenced under Section 1. Controlled hardcopies are labeled with a sticker containing the ID Code that uniquely identifies the document. Additional information on the hardcopy documents is contained under the pertaining database entry.

Controlled electronic documents are also included in the database. A printed electronic document is considered uncontrolled, as the most recent version is always the electronic file.

b. Archiving documents: Long-term records with value beyond the day-to-day business practices for the garrison should be retained for up to six years. These files may be valuable for historic purposes, legal proceedings, etc. ARIMS (Army Records Information Management System) designates these files as "T" files (transfer files), since these files should be transferred to official Army archives once they are no longer needed by the garrison. Once it has been determined that the files are no longer needed, the document owner will notify and provide all extant hard copies to the document control coordinator.

Short-term records will be kept only as long as they are needed for day-to-day operations of the garrison. These files are designated by ARIMS as "K" files (keep files), because they are maintained internally by the garrison and then discarded when no longer needed, a period which is not to exceed six years. Environmental program managers are responsible for determining how to maintain and dispose of these files in accordance with this procedure.

The garrison will identify all hard copies of these documents to indicate their designation by including the "K" or "T" in the document ID code. Electronic files will have an indication maintained within the file name if they are "T" files under ARIMS definition.

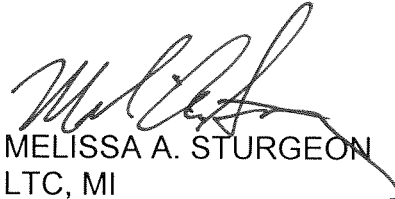
c. Obsolete documents: A document is considered obsolete when it is no longer in use. Any obsolete documents retained for legal and/or knowledge preservation are identified as obsolete in the Document/Record Control and Filing System. All hard copy documents made obsolete by revision or which have been replaced by new documents will be identified as "Obsolete" in the Document/Record Control and Filing System and on its label or will be discarded. The document owner will be responsible for initiating that the document will be moved or discarded and identified as obsolete and placing new documents on the DPW server and entering its information into the database once it has been submitted as approved.

d. Document Review and Approval: Controlled documents will be reviewed, through use, on a continuous basis and revised as necessary. EMS controlled documents are reviewed during internal EMS audits in order to ensure they meet the requirements of the ISO standards. The review interval is defined in the Document / Record Control and Filing System. Documents that require approval are also identified in the database. The information in each entry includes the approval entity, if applicable. The document becomes effective the day it is approved.

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